



CITY OF VANCOUVER

Archives

RESEARCHER REGISTRATION

PLEASE PRINT CLEARLY ALL INFORMATION BELOW AND SIGN

| | | | | |
|-------------------------------|-----------------|-------------------|---------|----------------|
| SURNAME, FAMILY OR LAST NAME | | FIRST NAME | | MIDDLE INITIAL |
| ADDRESS | | | CITY | |
| PROVINCE/STATE | POSTAL CODE/ZIP | HOME TELEPHONE | COUNTRY | |
| LOCAL TELEPHONE (IF VISITING) | | E-MAIL (OPTIONAL) | | |

REGULATIONS FOR RESEARCHERS

1. No backpacks, briefcases, bags, containers or outerwear are permitted in the research room. Leave all such items in the lockers provided. Oversize items may be hung on the Gallery coat rack or stowed on the shelving provided.
2. Consumption of food and beverages (including water) is not allowed in the research room.
3. The research room is a quiet study area - conversation should be kept at an appropriate level and cell phones and pagers should be turned off or set to Silent mode.
4. Researchers are given ONE box or file of documents at a time. It must be returned before another will be provided.
5. Maintain all archival documents in their original order. Documents should not be removed from files FOR ANY PURPOSE.
6. Only pencils may be used in the research room.
7. Do not mark archival documents in any way.
8. Do not leave archival documents unattended in your work area.
9. When returning archival materials, give them to Archives staff IN PERSON. Do not leave documents unattended at the reference desk.
10. Archives staff may refuse to provide service to researchers if they believe archival materials are being mishandled in any way.
11. Copies of copyrighted works made for patrons are provided solely for research and private study; any other uses *may* require that the patron obtain the permission of the copyright owner.
12. Archives staff may suspend or revoke research privileges for failure to abide by these rules, or for harassment or abuse of other patrons or Archives staff.

I have read the regulations provided on this form and agree to abide by them:

| | |
|------|----------------------|
| DATE | RESEARCHER SIGNATURE |
|------|----------------------|

Collection Notice: The personal information you provide in this form is collected by The City of Vancouver Archives under the authority of sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act for the purpose of administering access to the City's archival holdings. The information is used to verify the identity of researchers and to ensure safety and security in the reading room. Anonymized data on the form is used for statistical purposes in order to provide improved services to researchers.

By checking the "I consent" check box you are providing consent to be contacted about Archives news and events or Archives partner organization news and events:

- I consent and would like to be contacted about news and events
- I do not consent and would not like to be contacted

If you have questions about the collection of this information, please contact the Director of Access to Information and Privacy by emailing privacy@vancouver.ca, by phoning 3-1-1, or mailing a letter to 453 West 12th Avenue, Vancouver, BC, V5Y 1V4.

CARD ISSUE: ARCHIVES USE ONLY

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|-----------------------|---------------|---------------------------|
| ID TYPE (see reverse) | STAFF INITIAL | ARCHIVES REGISTRATION NO. |
|-----------------------|---------------|---------------------------|

RESEARCHER IDENTIFICATION

Persons wishing to conduct research at the City of Vancouver Archives are required to produce one piece of original photo identification. Documents are for validation only; numbers will not be recorded.

The following documentation is acceptable for researcher registration purposes:

- BC (or other) Driver's License
- Student ID card from recognized educational institution
- Government ID with photograph
- Status card
- Passport

Failure to produce acceptable identification will result in the researcher being denied access to materials stored in the Archives Stacks area.

| STATISTICS: STAFF USE ONLY | |
|---|---|
| RESEARCHER CLASSIFICATION (check one) | RESEARCH SUBJECT (check all that apply) |
| <input type="checkbox"/> Artist/Author <input type="checkbox"/> Business <input type="checkbox"/> City of Vancouver Staff <input type="checkbox"/> General Public <input type="checkbox"/> Government - Federal, Provincial, Regional, Other Municipal, First Nations <input type="checkbox"/> Media <input type="checkbox"/> Religious/Cultural Institution <input type="checkbox"/> School - Elementary/Secondary <input type="checkbox"/> Society or Association <input type="checkbox"/> University/College <input type="checkbox"/> Other (specify) | <input type="checkbox"/> Architecture/Building <input type="checkbox"/> Biography <input type="checkbox"/> Business/Industry <input type="checkbox"/> City of Vancouver Government <input type="checkbox"/> Genealogy <input type="checkbox"/> Maritime <input type="checkbox"/> Military <input type="checkbox"/> Neighbourhood <input type="checkbox"/> Social/Cultural <input type="checkbox"/> Site Assessment <input type="checkbox"/> Other |
| SPECIFIC RESEARCH TOPIC: | |